# SOP 20 - REPRESENTATION ON OTHER BODIES

## Affiliation to other Craft/Art Bodies: -

The Guild may affiliate to Craft/Art Bodies that support and promote the development of Crafts/ Arts. The Executive Committee will nominate any representatives to represent the Guild on any such body.

## Who may represent the Guild on such a body:

The executive may nominate:

* The President of the Guild.
* A Vice President of the Guild.
* Any Officer or Elected member of the Executive Committee.
* Any paid-up member of the Guild.

The selection will be based on suitability for the role.

## Role of an appointed nominee:

To represent the Guild on any nominated body, and to ensure that the Aims of the Guild, as set out in the constitution, are promoted.

Not to enter into any commitment financial or otherwise without first requesting and obtaining permission from the Executive Committee of the Guild for such a commitment.

To report to the Honorary Secretary as required, and to furnish a report on an annual basis.

To ensure that the Honorary Secretary of the Guild is included on any mailing list of the body and that any periodicals, reports or other items are forwarded to the Honorary Secretary of the Guild.

## Local Organisations etc.

Local Chapters Committees of the Guild may appoint paid up members of the Guild to represent them on local bodies. However, they must inform the Honorary Secretary of the Guild of any appointments. The Honorary Secretary of the Guild will inform the Executive Committee of any such appointments at the next meeting of the Executive Committee. If the Executive Committee does not ratify the appointment the Honorary Secretary of the Guild will inform the local Chapter Honorary Secretary and the representation of the Guild on such a local body will cease.

## Expenses.

Any expenses must have the prior approval of the executive and any claims must be presented to the Hon. Treasurer on an expenses claim form accompanied by any relevant receipts. The Local Chapters are responsible for the expenses of any local appointees, however, the same rule applies and expenses must be presented to the local Chapter Hon. Treasurer.

## Withdrawal of representation:

The Executive Committee of the Guild may at any time withdraw a representative from a body or rescind the right of anyone to represent the Guild. The Honorary Secretary will inform any representative of such a decision.